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CHAPTER VIIIPROGRAMS801 GOALS OF THE WATERFRONT BRIG/CCU PROGRAM

The majority of prisoners and all of the awardees who serve their sentence at a waterfront brig/CCU will be returned to duty upon completion of confinement or the correctional custody program. The aim of the program is to return these service members to offense-free duty so that they may become productive sailors. At the heart of this endeavor, are the correctional programs provided during incarceration or assignment to the correctional custody unit. The goal of these programs is to instill self-discipline, pride and motivation in the individual returning to duty. Whether or not the prisoner or awardee accepts the program is an individual decision, but the staff must provide the atmosphere and role modeling that will foster success. Each waterfront brig/CCU staff member is involved in the daily application of these programs, since only if the prisoner/awardee respects and tries to emulate the staff member will the program succeed. To the maximum extent possible, the same prisoners or awardees will be assigned to the same staff members each day. The staff members will spend most of the working day supervising their assigned personnel so that the prisoners/awardees may have the opportunity to learn discipline, leadership, and responsibility by emulating the outstanding staff members.

802 PROGRAMS TO BE PROVIDED PRISONERS RETURNING TO DUTY, AND AWARDEES

At a minimum, the following programs will be provided to all awardees and prisoners returning to duty (in this section the term prisoner includes detainees):

a. Reception. Each waterfront brig/CCU will establish formal prisoner/awardee (conducted separately) reception programs. Prisoners and awardees are most impressionable when first entering the facility and are apt to be emotionally upset and worried. The attitude they adopt depends largely on the attitude of the staff. Feelings of hostility, resentment and fear can be replaced by respect for authority, if authority is administered in a fair, firm and impartial manner. It is essential at this time to provide the prisoner or awardee with factual information about their status. The process also includes taking immediate action on a new prisoner or awardee's problems (real or imagined) identified through completion of the NAVPERS 1640/19, Initial Contact Sheet and then taking action upon problem areas identified. During reception, new prisoners

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and awardees shall be quartered apart from the general population to the extent possible. The prisoner reception phase shall last no longer than 72 hours and the awardee reception phase shall last no longer than 24 hours. Prisoner, but not awardee, reception phase may be adjusted to account for Saturday, Sunday and holiday periods. The reception phase includes:

(1) Admission processing.

(2) Assignment of initial custody classification (normally medium-in).

(3) Interviews by key staff members. At a minimum the counselor, the funds and valuables supervisor, the health and comfort supervisor, the operations officer, the executive officer or assistant officer in charge/programs and the commanding officer/officer in charge shall interview the new prisoner and awardee during the reception phase.

(4) Formal lectures conducted by the training supervisor, or others when specifically designated or scheduled, include but are not limited to the following:

- (a) Purpose of the waterfront brig/CCU program
- (b) Chain of command/organization
- (c) Work and training opportunities
- (d) Military courtesies and conduct
- (e) Contraband
- (f) Escape and attempted escape
- (g) Interviews and requests
- (h) Explanation of sentences and transfer criteria
- (i) Red Cross assistance
- (j) Emergency leave and telephone calls
- (k) Mail and visiting
- (l) Clemency procedures
- (m) Daily routine
- (n) Fire and disaster bills

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- (o) Educational opportunities
- (p) Religious program and worship services
- (q) Health and comfort items
- (r) Function of various boards
- (s) Medical and dental services
- (t) Rules and regulations
- (u) Restoration, pre-release motivation and general military training programs
- (v) Privileges
- (w) AIDS and CPR training

(5) Testing. The AIMS testing (See Section 605), the Responsible Sailor Scale, (Appendix L) (Form 809-F1) and the Michigan Alcohol Screening Test (MAST) will be administered to all detainees and prisoners. General Equivalency Diploma (GED) testing will be done where resources are available. Psychological testing, if needed by the prisoner or detainee, is to be conducted by the local medical command.

b. Individual Counseling. Each prisoner/awardee shall be assigned a counselor during reception. The counselor assigned shall conduct the initial interview of the prisoner/awardee during the first 24 hours after the prisoner or awardee is assigned. This period may be extended to take into account Saturday, Sunday and Holiday periods. However, if the first 24 hours falls during such periods, the brig duty officer will conduct an abbreviated interview with the prisoner or awardee to ascertain basic well-being, mental status and to provide information and to answer questions. After the initial interview, each prisoner and awardee shall be interviewed by the counselor in a one-on-one session that should last approximately 30 minutes, longer if needed. These sessions are meant to be formal, sit-down discussions in which the theories of reality therapy are utilized; merely asking a prisoner if he has any problems does not suffice. Each person confined in the brig or assigned to the correctional custody unit has problems or they wouldn't be there; the behavior that resulted in confinement or assignment to a CCU is that which needs to be corrected and which must be addressed during individual counseling sessions. It is noted, however, that counseling of detainees will be geared to assistance with adapting to brig life and to developing insights

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and coping skills beneficial to anyone. Counseling of detainees will not be geared to issues of guilt or innocence; those are between detainees and their defense counsel. An integral part of reality therapy is goal setting. Accordingly, during the first follow-up individual counseling session, the counselor will inform the prisoner or awardee of his or her need to establish short, intermediate and long range goals. The prisoner and awardee will provide these goals, in writing, to the counselor during the next follow-up individual counseling session and progress towards attaining these goals will be monitored and discussed. The counselor will ensure goals are realistic. As short or intermediate range goals are attained, new ones will be established.

c. Group counseling. Group counseling is an extremely helpful tool in shaping attitudes, and in correcting recalcitrant behavior both in and out of confinement or correctional custody. Group counseling's most significant attribute is the interaction with peers. Correctional counselors have received training in the application of group counseling dynamics, and each prisoner/awardee returning to duty will be provided group counseling. Each counselor shall establish groups from his or her case load and shall conduct at least weekly group counseling sessions. The optimum number of participants in a group is 8-12 persons and each session should last approximately 45-60 minutes. Counselors shall run as many groups as necessary to ensure each prisoner/awardee is included in a group, but prisoners and awardees will not be included in the same group. In rare instances, a prisoner or awardee may be totally unsuitable or so disruptive in group counseling that it may become necessary to remove the individual from the group. In these instances, the counselor shall refer the problem to the Classification and Assignment Board to determine if removal from the group counseling program is warranted. After considering the Board's recommendation and the AIMS classification of the offender, the brig officer will make the final determination if removal is recommended. Counselors shall utilize the "Crossroads" system in conducting group counseling.

d. General Military Training (GMT). The GMT program as outlined in official Navy directives and provided on board the command at which the waterfront brig/CCU is located shall be provided to all prisoners and awardees returning to duty upon completion of confinement. The training supervisor is responsible for scheduling classes and in obtaining qualified and appropriate instructors. The general military training program will be provided at the waterfront brig/CCU; awardees may also attend command GMT programs as necessary and practical.

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e. Work.

(1) All post-trial prisoners and pretrial detainees shall be employed in a work schedule that is at least as arduous as the average sailor at sea. Saturdays are considered to be full work days. However, pretrial detainees will be permitted visitation on Saturdays, this is one of the means of distinguishing treatment of pretrial detainees from that of post-trial prisoners. Pretrial detainees not having visitors during visiting hours on Saturdays shall be permitted personal time. Prisoners and detainees are not to be employed on the same work detail at the same time. The CCU work day includes motivational and general military training programs, as well as an extensive physical training program and military drill regimen, and shall be adjusted accordingly.

(2) When working outside the security perimeter of the brig, post-trial prisoners will wear the orange arm-band with the word "BRIG" stencilled in black on their left arm. Pretrial detainees shall not wear the arm-band.

f. Military Drill. All post-trial prisoners returning to duty upon completion of confinement and awardees shall engage in military drill at least weekly.

g. Physical Training. All personnel confined or assigned to a correctional custody unit shall perform daily (including Saturdays and Sundays) physical training following the program contained in OPNAVINST 6110.1D. A waterfront brig/CCU staff member shall lead physical training; leading means actual performance of each evolution of the physical training program, and not mere counting of repetitions. The physical training program is the same for prisoners and awardees, however, it shall be conducted separately. Prisoners and awardees shall not be commingled. It must be recognized that newly arrived prisoners and awardees may not be capable of completing the entire physical training program on the first day. Sufficient time should be allowed for the individual to work up to completing the program, however, malingering should not be condoned or tolerated. Each offender must be viewed within the context of medical condition, length of time on unauthorized absence, etc.

h. Motivational Training. Every prisoner and awardee confined or assigned to the waterfront brig/CCU shall attend the motivation training program as outlined in Appendix C. The program is designed to be continuous, so an individual can enter at any point in the program and if he or she is attached to the

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waterfront brig/CCU for a sufficient period of time, the prisoner or awardee will complete the program. While the program is the same for prisoners and awardees, it will be provided separately. Awardees and prisoners shall not be commingled. If confined long enough, a prisoner shall be required to attend the motivation training program for a maximum of two cycles.

i. Restoration Program. Every prisoner returning to duty upon completion of confinement and all awardees shall attend the restoration program outlined in Appendix D. This program shall be provided during the last 2 weeks a prisoner is confined and during the last week of an awardee's program. Although the program is the same for prisoners and awardees, it shall be conducted separately. Prisoners and awardees shall not be commingled.

j. Navy Alcohol and Drug Safety Action Program (NADSAP)/Substance Abuse Training. All prisoners, detainees and awardees shall attend the NADSAP/Substance Abuse Training Program. It is the responsibility of the training supervisor to schedule training and obtain qualified instructors. Prisoners and awardees shall not be commingled for such training. Such training shall be provided at the waterfront brig/CCU, although awardees may attend training at NADSAP/Substance Abuse Training classrooms outside the brig/CCU.

k. Rate Training Study. Prisoners returning to duty upon completion of confinement and awardees shall continue/complete rate training during confinement or assignment to a correctional custody program. At a minimum, they shall complete the Basic Military Requirements Correspondence Course and PO3&2 Correspondence Course for their rating or, if non-designated personnel, a rating of their choice. Persons who have previously completed these courses will be required to redo them. The refresher is viewed as beneficial.

l. Survival Skills. To the extent possible, the training supervisor will provide training in financial management, credit decision-making, reading skills, basic mathematics skills, etc. for personnel who could benefit from such training. The Classification and Assignment Board should designate which prisoners or awardees should attend such classes, if available.

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803 PROGRAMS TO BE PROVIDED FOR PRISONERS BEING DISCHARGED UPON COMPLETION OF CONFINEMENT

At a minimum, the following programs will be provided for all prisoners scheduled to be discharged from the service upon completion of confinement:

- a. Reception. Same as above.
- b. Individual Counseling. Same as above.
- c. Group Counseling. If a sufficient number of prisoners (three or more) are confined who are being discharged from the service upon completion of confinement, they shall be assigned to group counseling. The subjects for the group counseling will be tailored toward persons returning to civilian life and counselors will use the "Crossroads Program" as a tool in group counseling. If fewer than three persons being discharged are confined in the brig, a dischargée may be integrated into a group comprised of return to duty prisoners provided it is anticipated the individual could benefit from the group counseling and would not be disruptive. The Classification and Assignment Board will recommend whether or not a dischargée should be incorporated into a group comprised of return to duty prisoners and the brig officer will have the final decision.
- d. Work. Same as above.
- e. Physical Training. Same as above.
- f. Motivational Training. Same as above.
- g. Pre-Release Program. All prisoners scheduled to be discharged from the service upon completion of confinement will complete the Pre-Release Program as outlined in Appendix E. The Pre-Release Program should be conducted during the 2 weeks prior to the prisoner's scheduled release from confinement.
- h. Prisoners being discharged from the service upon completion of confinement will not be required to complete GMT classes, Rate Training, Military Drill or to attend the Restoration Program. This includes prisoners who have been clearly determined/approved for administrative separation.
- i. If available, prisoners being discharged from the service upon completion of confinement may participate in Survival Skills training provided they are recommended by the Classification and Assignment Board and approved by the brig officer.

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#### 804 PROGRAMS FROM OUTSIDE SOURCES

It is incumbent upon the waterfront brig/CCU training supervisor to be aware of any and all community assets that could provide a beneficial program at the facility. Such programs as Alcoholics Anonymous, Narcotics Anonymous, Bible Study groups, etc. are extremely beneficial and should be encouraged to provide service at the waterfront brig/CCU. The brig officer, with the recommendation of the chaplain in the case of religious programs, must approve any outside programs before they are formally introduced.

#### 805 DOCUMENTATION

It is Navy policy that correctional programming is provided to all service members confined in a Navy brig or assigned to a correctional custody unit. It is essential that documentation to support this be maintained and that such documentation be verifiable by audit and inspection. The following documentation concerning programs will be established at all waterfront brigs/CCU's.

a. For formal classes/lectures, including those conducted during reception phase, motivational training, restoration and pre-release programs, a roster of attendees will be maintained. The roster will include:

- (1) The subject matter of the class/lecture.
- (2) The date and time the class/lecture commenced.
- (3) The location of the class/lecture.
- (4) The name of the instructor, and the signature of the instructor conducting the class/lecture.
- (5) The names and signatures of all attendees.
- (6) Notation of video/audio or other materials presented.
- (7) The date and time the class/lecture adjourned.
- (8) Brief evaluation of group/class response or progress.



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b. For individual counseling sessions. At the conclusion of the initial counseling session, the correctional counselor shall complete the DD 1476, Prisoner Admission Summary Data for prisoners and detainees. The NAVPERS 1640/13, Prisoner/Awardee Evaluation Report shall be completed for awardees. Upon conclusion of each follow-up individual counseling session, the correctional counselor will record his or her impression of the session, subject matter, and progress made on DD 1478, Prisoner's Summary Continuation Sheet for prisoners/detainees, and on a blank continuation page for awardees. The counselor shall record the time the session commenced and terminated on these forms.

c. For group counseling sessions. The group counseling session leader (correctional counselor) shall maintain a roster of group counseling sessions that includes the following:

- (1) Title of subject discussed
- (2) Date and time group session began
- (3) Location of group counseling session
- (4) Name and signature of group leader
- (5) Names and signatures of all group participants
- (6) Date and time group session completed

Additionally, upon completion of each group counseling session the leader will provide a written evaluation of the group session to include observations on participation of each member and comments on progress or lack of same being made by individual group members.

#### 806 INCENTIVES

A system of incentives may be provided to encourage positive behavior. Incentives should recognize both group and individual attainment. Awarding of incentives for prisoners/awardees should be accomplished in a stringent and selective manner. Incentives will not be tied to custody classification, but will reflect on-going and continuous success or achievement by an individual or a group. Incentives may include privileges above the required minimum and will be hard to earn and easy to lose. The ultimate goal is to build self-discipline and to motivate the individual to improve while functioning as a member of a unit.

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### 807 RECREATION

Both prisoners and awardees shall have access to physical and non-physical recreational activities. A basic recreation program will be provided. Extra recreational activity may be a part of the incentives program. Recreational activities may include, but are not limited to, the following:

a. Organized athletics, i.e., baseball, softball, basketball, volleyball, swimming, etc. Contact sports are authorized but must be properly supervised.

b. Access to television and radio. Television viewing of a nightly national news program is mandatory for all prisoners and awardees, except those in disciplinary segregation. Very limited recreational television on a weekend may be part of an incentive program, e.g., 2-3 hours or special events.

c. Recreational library usage

d. Weight lifting equipment

e. Movies (may be part of an incentive program).

### 808 EVALUATION OF CORRECTIONAL PROGRAMS OFFERED AT THE WATERFRONT BRIG/CCU

During annual inspections, the inspecting official shall review correctional programs offered at the waterfront brig/CCU to ensure conformance with this instruction. As required by Article 6103 of reference (a), CHNAVPERS (Pers-84) will conduct an on-site review of these programs every 3 years and assign a program adequacy classification as follows:

a. Class 1. All required programs are provided and additional programs are available.

b. Class 2. All required programs are provided.

c. Class 3. Required programs are not in effect. Corrective action is required.

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If a Class 3 classification is assigned, a firm understanding of corrective action to be taken must be established prior to departure of the inspecting official.

809 SCHEDULES. Most specialized programs will occur during prisoner/awardee non-working hours. The hours of counselors and program staff shall coincide with this schedule. Appendices F through K provide daily and holiday schedules for brigs and Appendices N through Q for Correctional Custody Units.